


1 July 1954

OFFICE OF PERSONNEL MEMORANDUM NO. 20-660-4

SUBJECT: Removal of Trays from Curie Hall Cafeteria

1. The Curie Hall Cafeteria Manager reports a current shortage of 275 trays. Presumably, employees have used these trays to carry food and beverage to various offices located in Curie Hall, as well as out of the building, and have failed to return them to the cafeteria. This practice not only violates regulations of General Services, Inc., but has resulted in a shortage of trays and inconvenience to many employees. Consequently, it is requested that all "borrowed" trays be returned to the cafeteria. Discontinuance of the practice of removing trays from the cafeteria will be appreciated.

2. Staff and Division Chiefs, Office of Personnel, are asked to take necessary action to insure that employees comply with this request.


Deputy Assistant Director
for Personnel

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DISTRIBUTION: All Office of Personnel employees

*Recd. by 5-120-4 (37-ST)
20 Jul 54*